

# **VILLEURBANNE MASTER ASSOCIATION**

## **Architectural Guidelines and Standards**

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## **VILLEURBANNE MASTER ASSOCIATION ARCHITECTURAL GUIDELINES AND STANDARDS**

**PURPOSE:** In order to maintain the architectural character of Villeurbanne, it is necessary that changes or modifications of structures and material and landscaping be compatible with the character and harmony of the community. The Villeurbanne Master Association, by setting standards and approving additions, alterations, or new construction, shall enhance the overall value of every property while allowing individual creativity.

Approval from the Villeurbanne Master Association is required for additions or alterations to residential properties (inclusive of new construction), fences, walls, and landscaping, including painting, satellite antennas, solar panels which are exposed to any street, alley, path, or park.

Failure to obtain the necessary approval constitutes a violation of the Declaration of Covenants, Conditions and Restrictions (CC&R's) and may require modification or removal of unauthorized work at the expense of the homeowner. In addition, a permit may be required from the City of Orange Building Department or other government agencies.

The following guidelines and standards are published pursuant to Article VII, Section 7.01 of the CC&R's applicable to the Villeurbanne Master Association (originally recorded April 16, 1981). Use restrictions are set forth in the CC&R's and homeowners should acquaint themselves with them.

Extra copies of the Architectural Guidelines and Standards are available upon request for the use of construction and landscaping work which is being contemplated.

### **A. GUIDELINES**

**1. Submittal Procedures and Requirements:** All requests for approval of a project must be made to the Villeurbanne Master Association and does not waive the necessity of obtaining the required appropriate government permits. Obtaining such permits does not waive the need for Villeurbanne Master Association approval. The Board of Directors may, at its discretion, charge the applicant a fee in order to obtain the professional services of an architect, attorney or other qualified person to assist in the evaluation of any request for approval of modifications to the structures, landscaping or other disputes.

- a) Architectural Change Applications shall be obtained from the Master Association.
- b) The forms shall be completed in triplicate by the owner requesting the change and submitted to the Sub-Association of which he/she is a member for review and recommendation of approval/disapproval by the Board President or designee of the Sub-Association's Board of Directors.

**2. Construction Drawing:** Drawings must be prepared in accordance with applicable building codes and with clarity and completeness. It is recommended that preliminary drawings be submitted to the Committee for approval before working drawings are prepared. Working drawings should not be prepared until after preliminary plans have been approved.

**3. Required Copies:** Three (3) complete sets of plans showing the above described information must be submitted to the Villeurbanne Master Association.

**4. Review & Approval:** In the event the Villeurbanne Master Association fails to approve, disapprove, or notify the homeowner that additional information is needed, within thirty (30) days after the plans and specifications have been submitted to the Villeurbanne Master Association's Board members, the applicant may provide a certificate from a licensed architect stating that, in his judgment, the plans and specifications submitted are in conformity with the Architectural Standards and Guidelines and, in the such event, the plans and specifications will be deemed approved.

- a) The Sub-Association shall notify the Villeurbanne Master Association within fifteen (15) days of the original submittal or it will be deemed by the Villeurbanne Master Association that the Sub-Association does recommend approval of the requested change.
- b) Upon receipt of the Sub-Association recommendations for approval/disapproval or after the fifteen days has elapsed, the Master Association Board members will review, approve or disapprove of the planned changes and notify the owner of the appropriate decision within the thirty (30) day time limit as prescribed in the Villeurbanne Master Association CC&R's.
- c) Enforcement of Architectural Control issues will continue to be the responsibility of the Villeurbanne Master Association.

**5. Approved Plans:** One (1) set of the approved or not approved plans will be retained in the Association office for future reference and the other(s) will be returned to the applicant. All sets of plans shall be noted as approved or not approved and signed by the Villeurbanne Master Association of designated nominee.

**6. Conformity of Completed Building:** The improvements shall be deemed completed when the Villeurbanne Master Association has received a certificate by the registered architect stating that the structure has been erected in substantial **conformity** with plans and specifications, including landscaping approved by the Villeurbanne Master Association.

**7.** The Villeurbanne Master Association has the discretion to deny any proposal or changes in the structure, color, or landscaping which they judge not to be in character and harmony with the community.

## **B. ARCHITECTURAL STANDARDS**

On May 27, 1986, representatives from the Board of Directors of the Canyon Glen, Creekside, Garden House and Stream House Community Associations joined the Villeurbanne Master Association Board of Directors to establish architectural standards for the entire community to abide by. All five associations will follow and enforce the following architectural control:

- 1. Trellises must be:**
  - a. Unpainted;
  - b. Redwood only;
  - c. Unattached to any part of the exterior wall;
  - d. The wood may be no wider than 1”;
  - e. The trellis may not exceed the highest point of the exterior wall;
  - f. 8' is the maximum height of the trellis.

## **2. WINDOW COVERINGS:**

As stated in the Villeurbanne Master Association CC&R's:

“No windows shall be covered, either inside or outside, with aluminum foil or any other similar material. The side of all draperies, curtains or any other window covering permitted hereunder, which is visible from the outside of any Unit, shall be white, off white or such other color as may be approved by the Architectural Committee.”

The Board Members all agreed to adhere to the white or off-white window coverings ONLY.

## **3. STAINED GLASS WINDOW RESTRICTIONS**

The Villeurbanne Master Association (“the committee”) will allow owners to display “acceptable stained glass windows”. An acceptable stained glass window is one that conforms to the following guidelines approved by “the committee”:

- a. The proposed stained glass window cannot exceed a total size of 15 square feet.
- b. The proposed stained glass window cannot take the place of any existing window and must be mounted on the inside of the unit's window.
- c. The proposed stained glass window cannot contain any “colored opaque” glass.
- d. The proposed stained glass window cannot contain more than 30% “light colored translucent” glass.
- e. The proposed stained glass window must contain at least 70% “clear (no color) translucent” glass.
- f. The proposed stained glass windows design must not be obstructive or obscene.

Upon an architectural request being submitted for the installation of a stained glass window in a unit, “the committee” shall determine if the proposed stained glass window is an acceptable stained glass window under the above guidelines. If the proposed stained glass window is determined to be acceptable, then the request for architectural approval will be approved by “the committee” and the owner notified.

## **4. POTTERY USED FOR PLANTING**

There have been many questions regarding the color of ceramic or clay pottery with which homeowners may use to decorate the exterior of their home. Also, there is an awareness that many of the walkways and stucco walls have been stained by particular types of pots.

To give you a few guidelines, the Villeurbanne Master Association has determined that each individual may choose any type of tasteful pottery they wish. They may be ceramic, like the ones in many of the models. Gainey manufactures a wide variety of colors and sizes which can be purchased at most nurseries. Clay pots are less expensive; however, they tend to stain stucco and walkways where they are placed. Some of the better quality plastic pots can look nice too, and are much lighter.

Whatever your selection, we highly advise placing saucers under each pot, especially on the stucco. You will be held responsible for any pottery or soil stains found on your exterior walkways, stucco walls, or other common areas. The association will clean or paint the stained areas but the individual homeowner will be billed for the damage.

We know you will make your selection wisely. We hope that in maintaining your pottery, the plants, and the surface on which they rest, you will remember that your neighbors probably sees them more often than you!

**5. TINTED WINDOWS:**

There are three kinds approved by the Board. They are:

- a. D.L. 22 Bums (Bronze) or Grey;
- b. Sputter Film, (Martin Processing);
- c. DTI Grey or Bronze.

The window tint cannot have a silver mirrored reflection. No dyed film is allowed.

**HOMEOWNERS WILL BE RESPONSIBLE TO MAINTIAN THE COLOR OF THE WINDOW TINT.**

**6. OVERHANGS, UMBRELLAS, AWNINGS, REDWOOD COVERS AND PATIO COVERINGS:**

Individual homeowner requests must be submitted to the Villeurbanne Master Association through the Sub-Association.

Homeowners must submit a request with drawings of intended plan and signatures from two of his neighbors (preferably one from each side of his unit) agreeing to the homeowners' plans.

# **VILLEURBANNE MASTER ASSOCIATION**

## **ARCHITECTURAL CHANGE APPLICATION FORM**

Prior to any architectural improvements, all homeowners must submit a completed Architectural Application Form, together with (3) copies of this form, plans, and specifications. The application and plans will not be considered completed and submitted to the Master Architectural Review Committee until the Sub-Association has reviewed and signed the Architectural Application Form. The Architectural Committee will notify the applicant of fees involved, if any, depending on the nature of the improvement(s).

The following information must be included with your application: 1) Description of improvement; 2) Location of residence on lot and the dimensions from lot lines; 3) Complete dimensions of improvement proposed; 4) Measurements of improvements in relation to residence and lot lines; 5) Description of materials and color scheme; 6) Drawings to show affected elevations; and 7) Height of trees at maturity.

By signing the document in the space provided below, you understand and agree that: 1) No work on this request shall commence until written approval of the Master Association Architectural Committee has been received; 2) All improvements other than new residences approved by the Architectural Committee must be completed within one hundred twenty (120) days after approval; 3) Failure to complete the work within the prescribed period of time will cause the approval to be rescinded and resubmission will be required.

Homeowner's Signatures(s) \_\_\_\_\_ Print Name(s): \_\_\_\_\_

Property Address: \_\_\_\_\_ Tract #: \_\_\_\_\_ Lot#: \_\_\_\_\_ Unit#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Sub-Association: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_

Description of improvements (To include proposed style, colors, materials, purpose and location):  
\_\_\_\_\_  
\_\_\_\_\_

### **NEIGHBOR AWARENESS**

In the spirit of "cooperative living" the undersigned adjacent neighbors have been made aware of this submittal. Please note that signing this form does not constitute neighbor approval of the improvement(s). "Any unresolved concerns between the homeowner and the adjoining/impacted neighbor should be submitted in writing to the ARC for review. The ARC will be the final authority in determining the appropriateness of the proposed improvement."

Neighbor's Signature \_\_\_\_\_ Address \_\_\_\_\_

Neighbor's Signature \_\_\_\_\_ Address \_\_\_\_\_

Neighbor's Signature \_\_\_\_\_ Address \_\_\_\_\_

Neighbor's Signature \_\_\_\_\_ Address \_\_\_\_\_

### **SUB-ASSOCIATION REVIEW**

Sub-Association: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_ Disapproved: \_\_\_\_

*(Once Completed and signed by your Sub-Association)*  
**Please Mail or Deliver Completed Application to:**  
**Walters Management Company, 17300 Red Hill Ave., Suite# 210, Irvine, CA 92614**

VILLEURBANNE ARCHITECTURAL COMMITTEE CHECKLIST

\*\*\*FOR COMMITTEE USE ONLY\*\*\*

**RECEIPT OF APPLICATION**

| <u>The Application</u>  | <u>Specifications</u> |
|---|-----------------------|
| _____ 1. Date stamped upon receipt by Walters Management Company          | _____ 1. Nature       |
| _____ 2. Three (3) copies of application, materials, etc.                 | _____ 2. Shape        |
| _____ 3. Property Owner Name and Signature                                | _____ 3. Height       |
| _____ 4. Property Owner Mailing Address                                   | _____ 4. Width        |
| _____ 5. Property Lot and Tract Numbers                                   | _____ 5. Color        |
| _____ 6. Contractor/Architect Name, Address, Phone Number, License Number | _____ 6. Materials    |
| _____ 7. Information List Submitted With Application                      | _____ 7. Location     |
| _____ 8. Application Fee  |                       |
| _____ 9. Neighbor Awareness Statements                                    |                       |
| _____ 10. Sub-Association's Signature                                     |                       |

**STATUS OF SUBMISSION**

- \_\_\_\_\_ 1. Complete
- \_\_\_\_\_ 2. Complete with request for supplemental information
- \_\_\_\_\_ 3. Return for Resubmission

**REVIEW OF APPLICATION**

- \_\_\_\_\_ 1. Application Approved
- \_\_\_\_\_ 2. Application Conditionally Approved  
**Conditions:** \_\_\_\_\_
- \_\_\_\_\_ 3. Application Denied  
**Reasons:** \_\_\_\_\_  
\_\_\_\_\_

**ARCHITECTURAL COMMITTEE SIGNATURES**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Date: \_\_\_\_\_

## GENERAL CONDITIONS

1. Villeurbanne Master Association architectural approval does not constitute waiver of any requirements required by applicable governmental agencies.
2. Architectural approval of plans does not constitute acceptance of any technical or engineering specifications. Villeurbanne Master Association assumes no responsibility for such. The function of the Architectural Committee is to review submittals for aesthetic harmony only. All technical and engineering matters are the responsibility of the owners.
3. An oversight of a Covenant, Condition or Restriction, or a Committee policy does not constitute waiver of that rule and therefore must be corrected upon notice.
4. Local ordinances require homeowners to maintain correct grades of lots so that water drainage does not flow onto adjoining properties or prevent off-flow from same. Approval of plans does not constitute authorization to change drainage plan as installed by the developer.
5. Access for equipment used in construction must be through your property only. Access over Community Property or through Community easement areas will not be permitted.
6. Streets may not be obstructed with objects and building materials that are hazardous to pedestrians, vehicles, etc. Items such as, but not limited to, dumpsters, sand and building materials may not be stored on streets, sidewalks, Community Property or Community easement areas.
7. All operations shall be limited to the hours of 7:00 AM to 5:00 PM Monday through Friday and 8:00 AM to 5:00 PM on Saturdays. No operations shall be undertaken on Sundays.
8. Building permits may be required for certain improvements from applicable governmental agencies. The homeowner is responsible for obtaining and complying with all building laws, rules, regulations and permits.
9. Any damage to Community Property will be replaced or repaired by an Association subcontractor. All applicable charges for restorations will be charged back to the homeowner and is due and payable within 30 days from notification of assessment of penalties.
10. By approving such plans and specifications, neither the Architectural Committee, the members thereof, the Association, nor the Board assumes any liability or responsibility therefore or for any defect in any structure constructed from approved plans or specifications.
11. Approved plans allow a maximum of 120 days for completion, at which time, the homeowner is required to contact the Association's Manager to either obtain an extension of time or schedule a final review of the installation/construction to ascertain all requirements as approved/disapproved have been complied with in detail.
12. Upon Completion of approved improvements, the homeowner must submit a Notice of Completion.

**VILLEURBANNE MASTER ASSOCIATION**

**NOTICE OF COMPLETION**

.....

**Homeowner's Name** \_\_\_\_\_

**Property Address** \_\_\_\_\_

**Tract** \_\_\_\_\_ **Lot** \_\_\_\_\_ **Home Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**Improvement** \_\_\_\_\_ **Date Completed** \_\_\_\_\_

**Improvement Not Completed** \_\_\_\_\_ **Reason(s)** \_\_\_\_\_

I hereby notify the Architectural Review Committee (ARC) of the Villeurbanne Master Association that the above-referenced Improvement was completed on the above date in substantial conformance with the plans and specifications approved by the ARC.

Furthermore, I hereby affirm that I have read and understand the contents of the governing documents.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Owner**

**(If signed by representative, owner's authorization must be attached)**

**\*\*\*TO BE COMPLETED BY THE ARCHITECTURAL REVIEW COMMITTEE ONLY\*\*\***

**LANDSCAPE/HARDSCAPE APPROVAL**

We, the Architectural Review Committee of the Villeurbanne Master Association, have inspected the following and find it to be in substantial conformance with the approved plans:

A. Landscape \_\_\_\_ B. Hardscape \_\_\_\_ C. Patio Cover \_\_\_\_ D. Wall/Fence \_\_\_\_ E. Other \_\_\_\_\_

**The completed work is hereby:**                      **1. APPROVED** \_\_\_\_\_                      **2. DENIED** \_\_\_\_\_

**Comments:** \_\_\_\_\_

**COMMITTEE MEMBERS' SIGNATURES**

**1.** \_\_\_\_\_ **Date** \_\_\_\_\_                      **2.** \_\_\_\_\_ **Date** \_\_\_\_\_

**3.** \_\_\_\_\_ **Date** \_\_\_\_\_                      **4.** \_\_\_\_\_ **Date** \_\_\_\_\_

## **FINE SCHEDULE**

- 1)     **NOTICE OF VIOLATION:** Notice shall be sent to the homeowner advising him or her of the nature of the violation and the time limit to rectify the violation.
  
- 2)     **NOTICE OF HEARING:** Failure to comply with the request to rectify the violation or respond to the Board of Directors shall result in a Notice of Hearing. Such notice shall be sent requesting appearance on a specified date to be heard by the Board of Directors.
  
- 3)     If the violation is sanctioned at the hearing, the Board of Directors may take one or more of the following actions:
  - A)     Levy a Special Assessment in the amount of \$50.00 for the first thirty (30) day period and any continuing infraction; \$100.00 for the second month; \$150.00 for the third month and; maximum of \$200.00 for the fourth month the infraction remains unresolved. The Board will then consider if legal proceedings will be initiated.
  
- 4)     Fines must be paid within 30 days. Failure to pay any fines can result in the addition of attorney's fees and other collection charges also being added to the homeowner's account.